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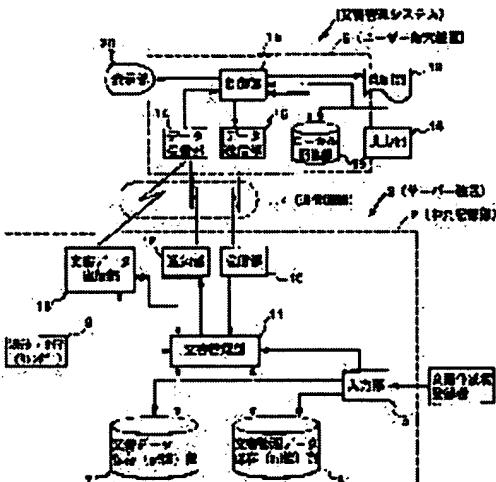
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(54) DOCUMENT MANAGEMENT SYSTEM

(57) Abstract:

PURPOSE: To provide a document management system which can prevent the misrecognition and flood of a document data store period information at the user side, can extremely reduce the management manhour and the document back-up frequency at the user side, can improve the overall memory use efficiency of the system, and also can prevent the flood of document data that is caused by the unitary information.

CONSTITUTION: The document which is supplied from the document producer or registerer is fetched and managed by a server device 3. The expiration of a document store period is notified to the users of document including a specific user in several days before the store period expires. Then a request is accepted for the extension of the document store period, and it is decided whether this store period should be extended or not when the request acceptance period is expired. Based on the result of this decision, the document store period is extended or deleted. This processing result is notified to the specific user.



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CLAIMS**[Claim(s)]**

[Claim 1] When the directions which read the data of the document registered into the system are inputted, transmit a document read-out demand on a communication line, and the data of the document sent out on said communication line corresponding to this are incorporated. When the notice which shows that specified processing is performed and the preservation term of a document expires on said communication line is issued, The user-terminal equipment which sends out the response according to a user's contents of actuation on said communication line, When the data and management information of the document inputted by the document preparation person and the document registrant are registered, it reads on said communication line with said user-terminal equipment and a demand is sent out, While reading the data of the document corresponding to said read-out demand from the document data storage section and sending this out on said communication line The number of the user-terminal equipment which advanced said read-out demand is registered as a document user. The documentation management system characterized by having server equipment which notifies said document user, said document preparation person, and a document registrant of the preservation term of said document expiring before the preservation term of said document specified by said management information expired.

[Claim 2] Said server equipment is a documentation management system characterized by notifying said decision result to said document user who notified that determined about any one at least among the extended propriety of the preservation term of said document, and the modification propriety of a preservation location, and the preservation term of said document expired, said document preparation person, and a document registrant about the document with which preservation expires in a documentation management system according to claim 1.

[Claim 3] In a documentation management system according to claim 1 said server equipment When [of the extended demand of a preservation term to said document from the user-terminal equipment which notified that the preservation term of a document expired, and the preservation location change request of said document] there is either at least, The documentation management system characterized by determining about any one at least among the extended propriety of the preservation term of said document, and the modification propriety of a preservation location based on the modification convention which receives this and is set up beforehand.

[Claim 4] In a documentation management system according to claim 3 said server equipment The extended demand of a preservation term to said document outputted from the management information and user-terminal equipment which contain the use frequency to said document, and the secret level of said document as said modification convention, The documentation management system characterized by using the convention determined about any one at least among the extended propriety of the preservation term of said document, and the modification propriety of a preservation location based on the preservation location change request of said document.

[Claim 5] Said server equipment is a documentation management system characterized by to notify said decision result to said document user who notified that determined about any one at least among the extended propriety of the preservation term of said document, and the modification propriety of a

preservation location, and the preservation term of said document expired based on said modification convention, said document preparation person, and a document registrant about the document with which preservation expires in a documentation management system according to claim 4.

[Claim 6] Said server equipment is a documentation management system characterized by searching the user-terminal equipment which has backed up the document which is not in agreement with the last revision among the user-terminal equipment which has backed up the document with which access as a system becomes impossible in the preservation term of a document in a documentation management system according to claim 3, and notifying the updating existence to the last revision to this user-terminal equipment.

[Claim 7] It is the documentation management system characterized by updating the data of the document which reads the data of the document of the last revision registered into said document data storage section, and is backed up by the local storage section of said user-terminal equipment when the updating demand to the last revision from the user-terminal equipment with which said server equipment notified the updating existence to the last revision in the documentation management system according to claim 6 is advanced.

[Translation done.]

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DETAILED DESCRIPTION

[Detailed Description of the Invention]**[0001]**

[Industrial Application] This invention relates to the documentation management system which manages the document expressed in an image format or code data format.

[0002]

[Description of the Prior Art] As a technique at the time of managing the document expressed in an image format or code data format, the "preservation management method of the electronic filing document in an interactive information handling system" etc. indicated by JP,2-2453,A is known conventionally. This "preservation management method of the electronic filing document in an interactive information handling system" Two fixed due dates which become independent, i.e., with an ownership due date, in case the electronized document is managed By preparing with a document due date, processing the criteria with a due date about each document in relation to a current date, performing preservation of a document and deletion automatically, and automating preservation of the document registered and deletion Even if it registers a lot of documents, an unnecessary document is deleted serially and it is made for memory not to fill.

[0003] by the way, by such conventional documentation-management approach When managing the preservation term of a document, and it is at the document registration time, a due date is set up and this due date comes, a document is deleted automatically, or Since it will be transmitted to other storage areas by the migration means set up beforehand and will be managed by another method, Before the due date set up for every document comes, each user has to display the information on document preservation expiration which shows the preservation term of each document registered into the system, for example, an expiration list list etc., and the call to a required document etc. must be accessed. For this reason, by misconception of a document available date, the leakage in a check, etc., when it was going to use the document registered, the required document is already deleted and might be unable to read the contents of the document.

[0004] Then, although issuing the notice of "expiration nearness" is also considered to all users, when it does in this way and the amount of the document saved in the system is huge as an approach of solving such a problem before the preservation term of each document expires, the amount of notices which must be checked for every user becomes huge, and performing a check also has the problem that where of most time amount will be taken. Moreover, even if it makes the document which each user needs among each document registered as other problem-solving approaches back up for every user, the preservation term of the document registered into the system expires and this is deleted Although making it also make the document which has backed up by each user side use it is thought of If it does in this way, while the number of cases of the document which the storage section in each user side must be made to back up will increase and the memory use effectiveness of the whole system will fall, there is a problem that information will be pluralized and a flood of data will occur.

[0005]

[Objects of the Invention] By making this invention in view of the above, specifying the use user of the

corresponding document data etc., and performing the notice of a storage limitation piece of document data While being able to prevent misconception of the "document data storage term information" by the side of a user, and a flood While being able to reduce sharply the management man day by the side of a user, being able to reduce sharply the backup number of cases of the document further performed by the user side and being able to raise the memory use effectiveness of the whole system It aims at offering the documentation management system which can prevent a flood of the document data based on informational unification.

[0006]

[Elements of the Invention] In order to attain the above-mentioned purpose, the documentation management system by this invention indicated to claim 1 When the directions which read the data of the document registered into the system are inputted, transmit a document read-out demand on a communication line, and the data of the document sent out on said communication line corresponding to this are incorporated. The user-terminal equipment which sends out the response according to a user's contents of actuation on said communication line when the notice which shows that specified processing is performed and the preservation term of a document expires on said communication line is issued, The data and management information of the document inputted by the document preparation person and the document registrant are registered. When it reads on said communication line and a demand is sent out by said user-terminal equipment, while reading the data of the document corresponding to said read-out demand from the document data storage section and sending this out on said communication line The number of the user-terminal equipment which advanced said read-out demand is registered as a document user. Before the preservation term of said document specified by said management information expires, it is characterized by having server equipment which notifies said document user, said document preparation person, and a document registrant of the preservation term of said document expiring. Moreover, in claim 2, said server equipment is characterized by notifying said decision result about the document with which preservation expires to said document user who notified that determined about any one at least among the extended propriety of the preservation term of said document, and the modification propriety of a preservation location, and the preservation term of said document expired, said document preparation person, and a document registrant in the documentation management system according to claim 1.

[0007] In claim 3, it sets to a documentation management system according to claim 1. Moreover, said server equipment The extended demand of a preservation term to said document from the user-terminal equipment which notified that the preservation term of a document expired, When [of the preservation location change request of said document] there is either at least, this is received, and based on the modification convention set up beforehand, it is characterized by determining about any one at least among the extended propriety of the preservation term of said document, and the modification propriety of a preservation location.

[0008] In claim 4, it sets to a documentation management system according to claim 3. Moreover, said server equipment The extended demand of a preservation term to said document outputted from the management information and user-terminal equipment which contain the use frequency to said document, and the secret level of said document as said modification convention, It is characterized by using the convention determined about any one at least among the extended propriety of the preservation term of said document, and the modification propriety of a preservation location based on the preservation location change request of said document.

[0009] In claim 5, it sets to a documentation management system according to claim 4. Moreover, said server equipment About the document with which preservation expires, it is based on said modification convention. The extended propriety of the preservation term of said document, It determines about any one at least among the modification propriety of a preservation location, and is characterized by notifying said decision result to said document user who notified that the preservation term of said document expired, said document preparation person, and the document registrant.

[0010] Moreover, in claim 6, in the documentation management system according to claim 3, said server equipment searches the user-terminal equipment which has backed up the document which is not in

agreement with the last revision among the user-terminal equipment which has backed up the document with which access as a system becomes impossible in the preservation term of a document, and is characterized by notifying the updating existence to the last revision to this user-terminal equipment.

[0011] Moreover, in claim 7, in the documentation management system according to claim 6, said server equipment reads the data of the document of the last revision registered into said document data storage section, when the updating demand to the last revision from the user-terminal equipment which notified the updating existence to the last revision is advanced, and it is characterized by updating the data of the document backed up by the local storage section of said user-terminal equipment.

[0012]

[Function] In the above-mentioned configuration, invention of claim 1 transmits a document read-out demand on a communication line with user-terminal equipment, when the directions which read the data of the document registered into the system are inputted. The data of the document sent out on said communication line corresponding to this are incorporated. When the notice which shows that specified processing is performed and the preservation term of a document expires on said communication line is issued, on said communication line Send out the response according to a user's contents of actuation, and the data and management information of the document which the document preparation person and the document registrant inputted with server equipment are registered. When it reads on said communication line and a demand is sent out by said user-terminal equipment, while reading the data of the document corresponding to said read-out demand from the document data storage section and sending this out on said communication line The number of the user-terminal equipment which advanced said read-out demand is registered as a document user. By notifying said document user, said document preparation person, and a document registrant of the preservation term of said document expiring, before the preservation term of said document specified by said management information expires While notifying only a specific user of the storage limitation piece of document data and preventing misconception of the "document data storage term information" by the side of the use user of the corresponding document data, and a flood, a management man day is reduced sharply.

[0013] Moreover, invention of claim 2 is said server equipment in a documentation management system according to claim 1. It determines [document / with which preservation expires] about any one at least among the extended propriety of the preservation term of said document, and the modification propriety of a preservation location. By notifying said decision result to said document user who notified that the preservation term of said document expired, said document preparation person, and a document registrant While notifying only a specific user of the storage limitation piece of document data and preventing misconception of the "document data storage term information" by the side of the use user of the corresponding document data, and a flood like claim 1, a management man day is reduced sharply.

[0014] Moreover, invention of claim 3 is said server equipment in a documentation management system according to claim 1. The extended demand of a preservation term to said document from the user-terminal equipment which notified that the preservation term of a document expired, This is received when [of the preservation location change request of said document] there is either at least. Based on the modification convention set up beforehand, by determining about any one at least among the extended propriety of the preservation term of said document, and the modification propriety of a preservation location, by the use user side While reading the document registered into the central storage section, reducing the number of cases which backs up to self-user-terminal equipment and promoting effective use of the storage section, a flood of the data based on informational unification is prevented.

[0015] Moreover, invention of claim 4 is said server equipment in a documentation management system according to claim 3. The extended demand of a preservation term to said document outputted from the management information and user-terminal equipment which contain the use frequency to said document, and the secret level of said document as said modification convention, By using the convention determined about any one at least among the extended propriety of the preservation term of said document, and the modification propriety of a preservation location based on the preservation location change request of said document While notifying only a specific user of the storage limitation piece of document data and preventing misconception of the "document data storage term information"

by the side of the use user of the corresponding document data, and a flood like claims 1 and 3 While reducing a management man day sharply, reading the document registered into the central storage section by the use user side, reducing further the number of cases which backs up to self-user-terminal equipment and promoting effective use of the storage section, a flood of the data based on informational unification is prevented.

[0016] Moreover, invention of claim 5 is said server equipment in a documentation management system according to claim 4. About the document with which preservation expires, it is based on said modification convention. The extended propriety of the preservation term of said document, By determining about any one at least among the modification propriety of a preservation location, and notifying said decision result to said document user who notified that the preservation term of said document expired, said document preparation person, and a document registrant Only a specific user is notified of the storage limitation piece of document data like claims 1 and 3. While preventing misconception of the "document data storage term information" by the side of the use user of the corresponding document data, and a flood, reduce a management man day sharply, and the document further registered into the central storage section by the use user side is read. While reducing the number of cases which backs up to self-user-terminal equipment and promoting effective use of the storage section, a flood of the data based on informational unification is prevented.

[0017] Moreover, invention of claim 6 is set to a documentation management system according to claim 3. The inside of the user-terminal equipment which has backed up the document to which access as a system becomes impossible in the preservation term of a document with said server equipment, By searching the user-terminal equipment which has backed up the document which is not in agreement with the last revision, and notifying the updating existence to the last revision to this user-terminal equipment In the condition that the document is backed up by each use user side, even when updating the document by the side of the central storage section, in a system, it prevents that a new document and the old document are intermingled, and a flood of data is prevented.

[0018] Moreover, invention of claim 7 is set to a documentation management system according to claim 6. When the updating demand to the last revision from the user-terminal equipment which notified the updating existence to the last revision is advanced by said server equipment, By reading the data of the document of the last revision registered into said document data storage section, and updating the data of the document backed up by the local storage section of said user-terminal equipment While reading the document registered into the central storage section by the use user side like claim 3, reducing the number of cases which backs up to self-user-terminal equipment and promoting effective use of the storage section, a flood of the data based on informational unification is prevented.

[0019]

[Example] Hereafter, the example which showed this invention to the accompanying drawing explains to a detail. Drawing 1 is the system configuration Fig. showing one example of the documentation management system by this invention. The server equipment 3 with which the documentation management system shown in this drawing operates as documentation-management equipment of the whole system with the central storage section 2, Have two or more user-terminal equipments 5 connected to said server equipment 3 by the communication line 4, and the document which the document preparation person and the document registrant inputted with server equipment 3 is incorporated. Several days [of the days when the preservation term of each / these / document is managed on, and preservation expires] ago The implementer of said document, Tell that the preservation term of said document expires to specific users, such as a document registrant and a user of said document, and the demand of extension of a preservation term etc. is received. When the demand deadline for applications goes out, it determines whether extend the preservation term of said document, and based on this decision result, extension of the preservation term of this document, deletion, etc. are performed, and said specific user is told about this processing result. Under the present circumstances, if the new document (new document) corresponding to the deleted document (the old document) is registered If it notifies whether it changes into the document of the newest revision to the user-terminal equipment 5 which has memorized the old document with server equipment 3 and there is a change

request The document of the newest revision is transmitted from server equipment 3, and the document currently recorded on this user-terminal equipment 5 is made to update to said user-terminal equipment 5.

[0020] The input section 6 operated by a document preparation person and the document registrant when said server equipment 3 inputs the data of the document used as the candidate for registration, the management information (for example, a use situation, secret level, etc.) of each of these documents, etc., The document data storage section 7 which incorporates and memorizes the document data incorporated by this input section 6, The documentation-management data storage section 8 which memorizes the management information to said document incorporated by said input section 6 etc., a time check -- with the system timer 9 which operates and generates current time and a current date With the receive section 10 which incorporates various kinds of demand directions transmitted from user-terminal equipment 5, the contents of a response, etc. The current time acquired by said system timer 9, a current date, the management information of each document memorized by said documentation-management data storage section 8, Term management of the document memorized by said document data storage section 7 based on the contents of directions from each user-terminal equipment 5 received by said receive section 10 etc., The documentation-management section 11 which performs a backup process, the update process to the newest revision, etc., The notice section 12 which incorporates the notice outputted from this documentation-management section 11, and transmits it to each specified user-terminal equipment 5, When there are transmitting directions from said documentation-management section 11, it has the document data transmitting section 13 which reads the data of the document specified among each document memorized by said document data storage section 7, and transmits them to each specified user-terminal equipment 5.

[0021] Registration processing of the document data inputted by the document preparation person and the document registrant, management information, etc., Management of the preservation term of each document memorized by said document data storage section 7, Processing of the demand transmitted from each user-terminal equipment 5, a response, etc., the inside of each user-terminal equipment 5, The processing which performs the notice which shows preservation expiration nearness to each user-terminal equipment 5 which fulfills the conditions set up beforehand, The processing which updates the preservation term of the document which expired [preservation] according to the demand from each user-terminal equipment 5, the response, etc., The processing which deletes a document, the processing which notifies a processing result to said each user-terminal equipment 5, an update process of the document backed up in each user-terminal equipment 5, etc. are performed.

[0022] Moreover, the input section 14 in which said user-terminal equipment 5 is operated by the user, The processing which advances various kinds of demands to said server equipment 3 based on the contents of actuation inputted by this input section 14, Various kinds of demands, a response, etc. which are outputted from the control section 15 which performs incorporation processing of the document data transmitted from said server equipment 3, processing which creates an indicative data, processing which creates print data, and this control section 15 are incorporated. The data transmitting section 16 which transmits to said server equipment 3, data of a document, a notice which were transmitted from said server equipment 3, etc. are incorporated. The data receive section 17 which tells said control section 15, and the local storage section 18 which memorizes the document data incorporated by the actuation information inputted into said input section 14, and said control section 15, The printing data outputted from said control section 15 were incorporated, and it has the printing section 19 which prints this out, and the display 20 which incorporates the indicative data outputted from said control section 15, and carries out a screen display of this.

[0023] When there is a notice about the preservation term of each document etc. from the processing which performs various kinds of data processing based on a user's contents of actuation, and said server equipment 3, these contents of a notice are displayed on a screen. A response (reply) is generated based on the processing and a user's contents of actuation to which a user's response is urged. The processing transmitted to said server equipment 3 and the document data registered into said server equipment 3 are received. The notice of updating to the processing which memorizes this, and the last revision

transmitted from said server equipment 3, the document data of the last revision, etc. are received, and processing which updates the memorized document data is performed.

[0024] Next, actuation of this example is explained, referring to the mimetic diagram shown in the system configuration Fig. shown in drawing 1, the flow chart shown in drawing 2 - drawing 4, drawing 5, and drawing 6. <actuation before the preservation expiration of each document> -- if the management information which the input section 6 of server equipment 3 is operated by a document preparation person and the document registrant, and shows the preservation term of document data or this document data etc. by them first is inputted, while this will be incorporated by the documentation-management section 11 and said document data will be registered into the document data storage section 7, said management information etc. is registered into the documentation-management data storage section 8. And if the use demand to either of each document which the input section 14 of user-terminal equipment 5 is operated by each user, and is registered into the document data storage section 7 of said server equipment 3 is inputted The use demand to the document data specified by the control section 15 of user-terminal equipment 5 is generated, it is transmitted to the receive section 10 of server equipment 3 through the data transmitting section 16 and a communication line 4, and this is incorporated by the documentation-management section 11.

[0025] By this, as management information, while being registered into said documentation-management data storage section 8, the terminal number of the user-terminal equipment 5 which advanced said use demand by this documentation-management section 11 The document name of the document specified by the use demand to the document data transmitting section 13 etc. is directed. The part as which the document specified among the document data of a large number registered into the document data storage section 7 was specified is read, and it is transmitted to the data receive section 17 of user-terminal equipment 5 from which this advanced said use demand. And while the data of said document transmitted from said server equipment 3 are processed by the control section 15 of user-terminal equipment 5 and a processing result is displayed on a display 20, it is printed out from the printing section 19 if needed, and it is backed up by the local storage section 18.

[0026] Then, if the present date outputted from the system timer 9 formed in server equipment 3 comes before the days beforehand set up from the preservation term of the document registered into said documentation-management data storage section 8 as shown in the flow chart of drawing 2 (step ST 1) The inside of the management information registered into said documentation-management data storage section 8 by the documentation-management section 11, The management information corresponding to the document which became several day before of a preservation term is read. The document preparation person, document registrant who registered said document shown by this management information, While the notice which the terminal number using this document of user-terminal equipment 5 etc. is listed (step ST 2), and shows document data storage expiration nearness to these document preparation person and a document registrant is issued The notice which shows said document data storage expiration nearness is transmitted through the notice section 12 to the data receive section 17 of the user-terminal equipment 5 which the user of said document is using (step ST 3). It is notified that the preservation expiration of said document is close to the user who the preservation term close notice icon 21 and the message were displayed by this as shown in the corner on the display 20 of the user-terminal equipment 5 which received this notice at drawing 5, and used said document by it.

[0027] And the mouse equipment (illustration is omitted) of the input section 14 etc. is operated by the user. Click on the preservation term close notice icon 21 currently displayed on the display 20, or The format for a reply once beforehand set up by the control section 15 of user-terminal equipment 5 when this user-terminal equipment 5 has been severed again after a power source is dropped, For example, the reply screen 22 with the format for a reply constituted as shown in drawing 6 is created, and this is displayed on a display 20.

[0028] If the input section 14 is operated by the user here within the period defined as a reply term and extended directions of the preservation term to a document with a near preservation term, the directions which show that it is not necessary to save, migration directions of a preservation location, etc. are inputted The response data in which these contents of directions are shown by the control section 15 are

created, it is transmitted to the receive section 10 of server equipment 3 through the data transmitting section 16 and a communication line 4, and this is memorized by the documentation-management section 11 at the documentation-management data storage section 8.

[0029] As shown in the flow chart of drawing 3 after this [<actuation at time of preservation expiration of each document>] If the current date outputted from the system timer 9 formed in server equipment 3 becomes a reply expiration date corresponding to the preservation term of the document registered into said documentation-management data storage section 8 The inside of the management information registered into said documentation-management data storage section 8 by the documentation-management section 11, The document preparation person to this document that the management information of the document which expires [preservation] is read and is shown by this management information, The existence of the preservation request from a document registrant, the existence of a modification request of a preservation location, the existence of the preservation request from the user of said document, It is confirmed whether fulfill the changing conditions (for example, preservation extension years, its number of cases, etc.) of a preservation term and the changing condition of a preservation location to which the existence of a modification request of a preservation location etc. is set beforehand (steps ST11 and ST12).

[0030] And if the contents of a response from the document preparation person to said document, a document registrant, and a document user fulfill the changing condition of said preservation term (steps ST13 and ST14) It opts for the extension of a preservation term requested by the document preparation person, the document registrant, and the document user by the documentation-management section 11. While the contents of the management information registered into the documentation-management data storage section 8 based on these contents of decision are corrected and the preservation term of said document is extended The notice which shows that the preservation term of a document was extended to said document preparation person and the document registrant is issued. As opposed to the data receive section 17 of the user-terminal equipment 5 which the user of said document is furthermore using The notice which shows that the preservation term of said document was extended through the notice section 12 and a communication line 4 is transmitted, and this is displayed on the display 20 of this user-terminal equipment 5 etc. (steps ST15 and ST16).

[0031] Moreover, if the contents of a response from the document preparation person to said document, a document registrant, and a document user do not fulfill the changing condition of said preservation term (steps ST13 and ST14) The extended failure of the preservation term requested by the document preparation person, the document registrant, and the document user by the documentation-management section 11 is determined. While the contents of the management information registered into the documentation-management data storage section 8 based on these contents of decision are held in the condition as it is The notice which shows not extending the preservation term of a document to said document preparation person and a document registrant is issued. As opposed to the data receive section 17 of the user-terminal equipment 5 which the user of said document is furthermore using The notice which shows not extending the preservation term of said document through the notice section 12 and a communication line 4 is transmitted, and this is displayed on the display 20 of this user-terminal equipment 5 etc. (steps ST17 and ST16).

[0032] Moreover, if the contents of a response from the document preparation person to said document, a document registrant, and a document user fulfill the changing condition of said preservation location (steps ST18 and ST19) It opts for modification of a preservation location requested by the document preparation person, the document registrant, and the document user by the documentation-management section 11. While the contents of the management information registered into the documentation-management data storage section 8 based on these contents of decision are corrected and a location new as a preservation location of said document is set up The notice which shows the new preservation location of a document to said document preparation person and a document registrant is issued. The notice which shows the new preservation location of said document through the notice section 12 and a communication line 4 is transmitted to the data receive section 17 of the user-terminal equipment 5 which the user of said document is furthermore using, and it is displayed on the display 20 of this user-

terminal equipment 5 etc. (steps ST20 and ST16).

[0033] Moreover, if the contents of a response from the document preparation person to said document, a document registrant, and a document user do not fulfill the changing condition of said preservation location (steps ST18 and ST19) The modification failure of the preservation location requested by the document preparation person, the document registrant, and the document user by the documentation-management section 11 is determined. While the contents of the management information registered into the documentation-management data storage section 8 based on these contents of decision are held in the condition as it is The notice which shows not changing the preservation location of a document to said document preparation person and a document registrant is issued. As opposed to the data receive section 17 of the user-terminal equipment 5 which the user of said document is furthermore using The notice which shows not changing the preservation location of said document through the notice section 12 and a communication line 4 is transmitted, and it is displayed on the display 20 of this user-terminal equipment 5 etc. (steps ST21 and ST16).

[0034] The inside of each management information registered into the documentation-management data storage section 8 by the documentation-management section 11 when the current date outputted from the system timer 9 formed in server equipment 3 becomes the preservation term of the document registered into said documentation-management data storage section 8, If the contents of the management information corresponding to said document are read and the preservation extension of a deadline of said document is specified by this management information If the document registered into the document data storage section 7 is saved successingly and the new preservation location of said document is specified by said management information, the data of said document saved in the document data storage section 7 will be transported to a new preservation location.

[0035] Before the preservation term of the document saved in <renewal actuation of revision of each document> and the document data storage section 7 of server equipment 3 expires In the condition of the document registered into the document data storage section 7 being read, and being backed up by the local storage section 18 with user-terminal equipment 5 While the contents of said document are updated and a new document (new document) is registered If the preservation term of the original document (the old document) expires, it will be confirmed whether there is user-terminal equipment 5 for which the management information registered into the documentation-management data storage section 8 was accessed by the documentation-management section 11 and which has backed up said old document by it. And if there is user-terminal equipment 5 which has backed up said old document, the notice which asks whether modification in the newest revision document (document of the newest revised edition) is required will be issued to the user-terminal equipment 5 which has backed up said old document by the documentation-management section 11 of server equipment 3.

[0036] As shown in the flow chart of drawing 4, the input section 14 of user-terminal equipment 5 is operated by the user here. The inside of each document registered into the document data storage section 7 of said server equipment 3, About the document which read with self-user-terminal equipment 5, and the local storage section 18 was made to memorize If the modification request to the newest revision document is inputted (step ST 31) The revision of the document data backed up by the file holder of the local storage section 18 by the control section 15 of user-terminal equipment 5 is read. With the revision demand to the document data to the newest revision document by which the backup modification request was carried out, it is transmitted to the receive section 10 of server equipment 3 through the data transmitting section 16 and a communication line 4, and this is incorporated by the documentation-management section 11 (step ST 32).

[0037] And while the management information of the document specified by said revision demand registered into the documentation-management data storage section 8 by this documentation-management section 11 is read The value of the revision of said newest revision document shown by this management information, The value of said revision transmitted from said user-terminal equipment 5 is compared. If the values of these revision differ (step ST 33), the data of the newest revision document registered into the document data storage section 7 will be read. This is transmitted to the data receive section 17 of said user-terminal equipment 5 through the document data transmitting section 13

and a communication line 4. Said document backed up by said file holder in the local storage section 18 of this user-terminal equipment 5 is changed into the newest revision document (step ST 34).

[0038] Thus, in this example, the document which the document preparation person and the document registrant inputted with server equipment 3 is incorporated. Several days [of the days when the preservation term of each / these / document is managed on, and preservation expires] ago As opposed to specific users, such as an implementer of said document, a document registrant, and a user of said document Tell that the preservation term of said document expires and the demand of extension of a preservation term etc. is received. Since it determines whether extend the preservation term of said document, extension of the preservation term of this document, deletion, etc. are performed based on this decision result and said specific user was told about this processing result when the demand deadline for applications went out While being able to notify only a specific user of the storage limitation piece of document data and being able to prevent misconception of the "document data storage term information" by the side of the use user of the corresponding document data, and a flood, a management man day can be reduced sharply.

[0039] Moreover, when the document which expired [preservation] is deleted in this example, It notifies whether when the new document (new document) corresponding to the deleted document (the old document) is registered, it changes into the newest revision document to the user-terminal equipment 5 which has memorized the old document with server equipment 3. Since it was made to make the document which transmits the document of the newest revision from server equipment 3, and is recorded on this user-terminal equipment 5 update to said user-terminal equipment 5 when there was a change request While being able to read the document registered into server equipment 3, being able to reduce the number of cases which backs up to self-user-terminal equipment 5 and being able to promote effective use of the storage section by the user side, a flood of the data based on informational unification can be prevented.

[0040]

[Effect of the Invention] As explained above, while claims 1 and 2 can protect misconception of the "document data storage term information" by the side of the use user of the document data which notify only a specific user of the storage limitation piece of document data, and correspond, and a flood according to this invention, a management man day can be reduced sharply. Moreover, in claim 3, while being able to read the document registered into the central storage section, being able to reduce the number of cases which backs up to self-user-terminal equipment and being able to promote effective use of the storage section by the use user side, a flood of the data based on informational unification can be prevented. Moreover, in claims 4 and 5, only a specific user is notified of the storage limitation piece of document data like claims 1 and 3. While being able to prevent misconception of the "document data storage term information" by the side of the use user of the corresponding document data, and a flood A management man day can be reduced sharply. Further by the use user side While reading the document registered into the central storage section, reducing the number of cases which backs up to self-user-terminal equipment and promoting effective use of the storage section, a flood of the data based on informational unification can be prevented. Moreover, at claim 6, in the condition that the document is backed up by each use user side, even when updating the document by the side of the central storage section, in a system, it can prevent that a new document and the old document are intermingled, and a flood of data can be prevented. Moreover, in claim 7, while being able to read the document registered into the central storage section, being able to reduce the number of cases which backs up to self-user-terminal equipment and being able to promote effective use of the storage section by the use user side like claim 3, a flood of the data based on informational unification can be prevented.

[Translation done.]

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1. This document has been translated by computer. So the translation may not reflect the original precisely.
2. **** shows the word which can not be translated.
3. In the drawings, any words are not translated.

DESCRIPTION OF DRAWINGS

[Brief Description of the Drawings]

[Drawing 1] It is the system configuration Fig. showing one example of the documentation management system by this invention.

[Drawing 2] It is the flow chart which shows the example of operation in front of the preservation expiration of each document in the documentation management system shown in drawing 1.

[Drawing 3] It is the flow chart which shows an example of the example of operation at the time of the preservation expiration of each document in the documentation management system shown in drawing 1.

[Drawing 4] It is the flow chart which shows the example of the renewal actuation of revision of each document in the documentation management system shown in drawing 1.

[Drawing 5] It is the mimetic diagram showing the example of a preservation term close notice icon displayed on the user-terminal equipment of the documentation management system shown in drawing 1.

[Drawing 6] It is the mimetic diagram showing the example of a reply screen displayed on the user-terminal equipment of the documentation management system shown in drawing 1.

[Description of Notations]

2 Central Storage Section 3 Server Equipment 4 Communication Line, 5 User-terminal equipment 6 Input section 7 Document data storage section, 8 The documentation-management data storage section, 9 System timer 10 Receive section, 11 Documentation-management section 12 Notice section 13 Document data transmitting section, 14 Input section 15 Control section 16 Data transmitting section 17 Data receive section 18 Local storage section 19 Printing section 20 Display 21 Preservation term close notice icon 22 Reply screen.

[Translation done.]